

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Assistant Director for Operations

DATE: 23 November 1955

FROM : Chief, Foreign Documents Division

SUBJECT: Manpower Utilization

REF : Memorandum from DD/I to AD/O et al, dtd 18 Nov 55, same subject

1. In response to paragraph 2 of reference memorandum the following information is submitted:

a. FDD has two major functions: (a) the exploitation of foreign language publications and the concomittant coordination of IAC activities in this field in accordance with NSCID-16; and (b) the provision of a translation service for CIA offices. We feel it is virtually fruitless to decide a priority between these two. Accordingly, they are listed herewith simply in order of size.

- (1) Exploitation
 - Professional
 - Administrative & support
 - Clerical
- (2) Translation Service
 - Professional
 - Administrative & support
 - Clerical

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b. A list of functions and numbers of personnel to be curtailed if a reduction is imposed will be found in Appendix A.

c. FDD makes stringent efforts to avoid any and all duplication. At the present time only a few cases of very slight duplication exist. These represent work taken up by field posts of the other IAC agencies in response to local demands and needs. Thus, the Air Force undertakes some field exploitation of publications in Germany and Japan. These are purely for Air Force needs in the field and are subject to change without prior notice. Similarly the State Department has some field exploitation under the Hong Kong Consul General of Chinese publications. It would not be feasible to transfer the whole function in either of these cases. On the one hand the field commander needs certain information on the spot for operational purposes and on the other, Washington needs large quantities of

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information for strategic purposes. Constant liaison and negotiation continues to keep this duplication to the absolute minimum and below its current two percent. No other duplication is known to exist.

d. A statement indicating requirements which are beyond FDD's present capacity to perform and the number of additional personnel required to perform them will be found in Appendix B.

e. At the present time we believe FDD's use of contracting procedures and external research projects results in a saving of [] people. If external projects were to be utilized to the maximum, in lieu of work presently performed by personnel on duty, assuming (a) the personnel could be found, were willing, and could be cleared; (b) the additional expense of such a procedure is not a consideration; and (c) some over-all reduction in quality of reporting is acceptable, then, FDD could effect a saving of [] people.

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Enclosures:
Appendices A & B

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